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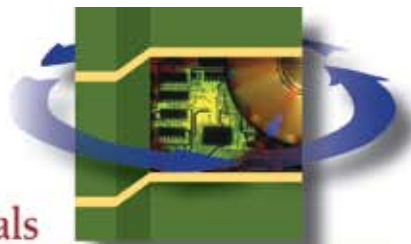
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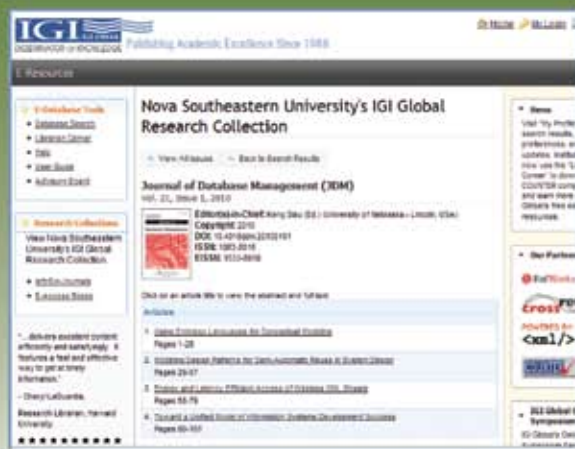
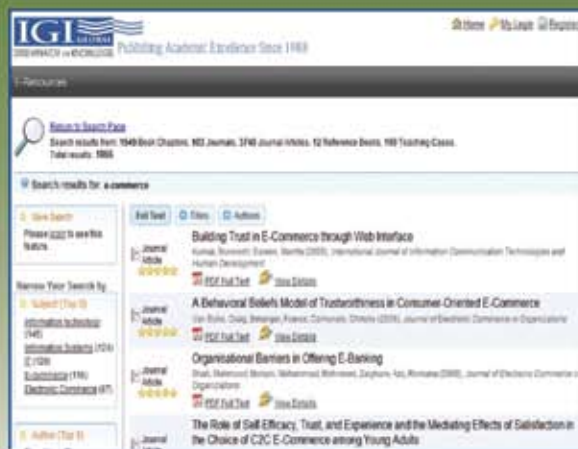
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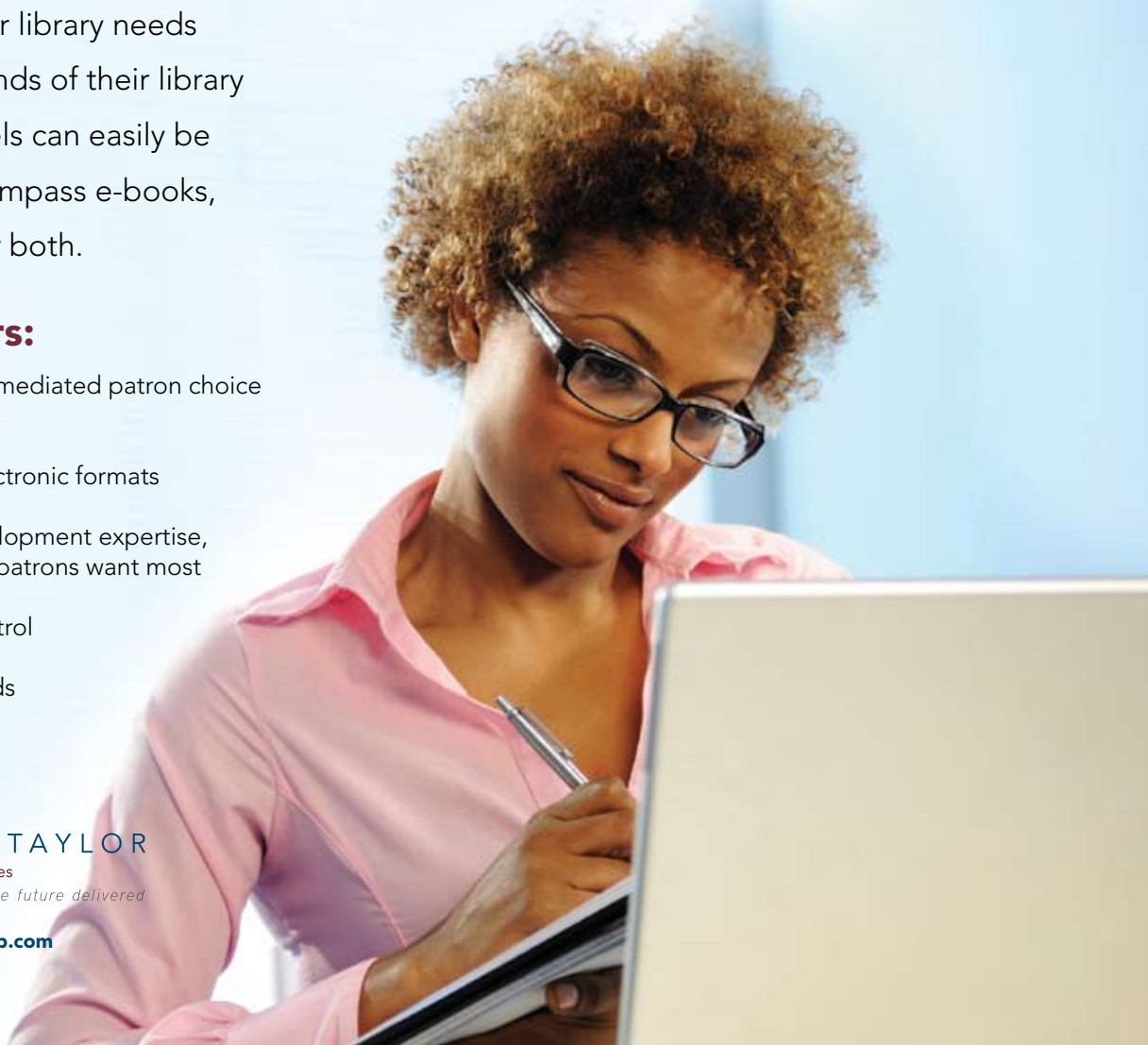
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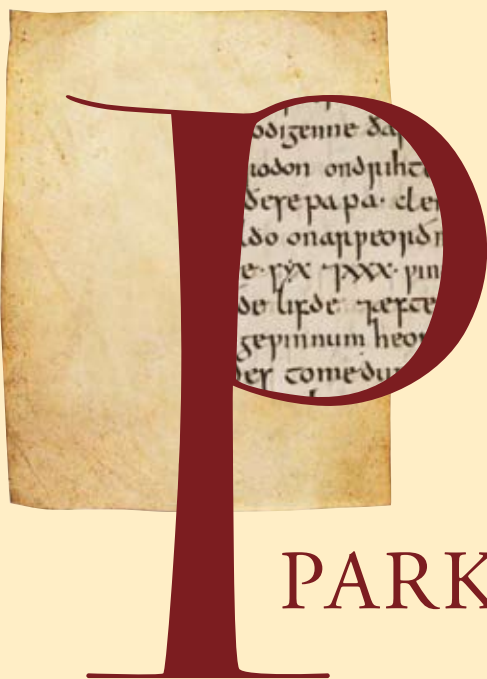
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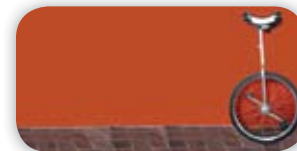
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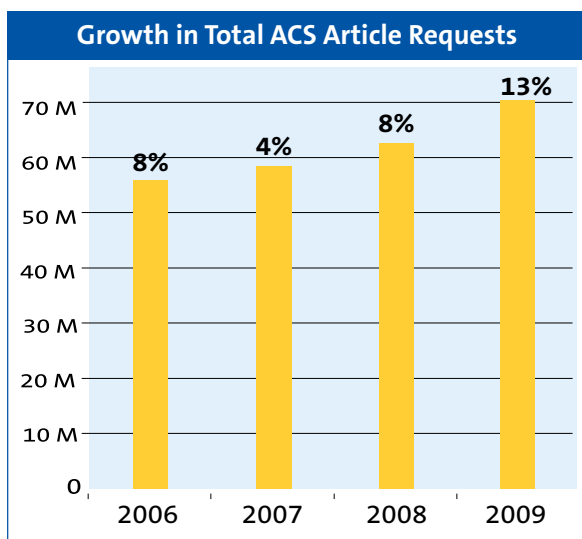
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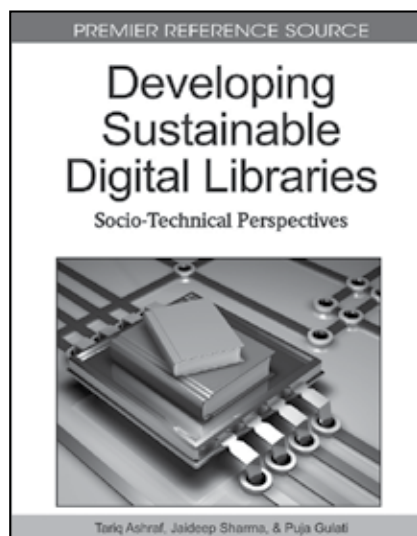


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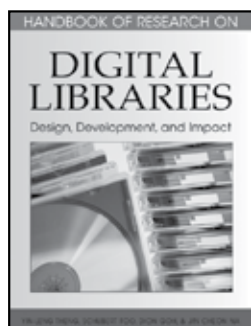


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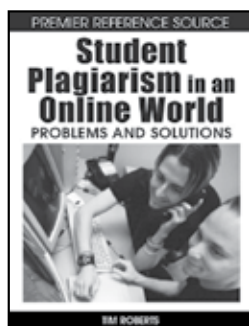


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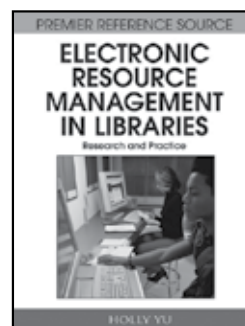


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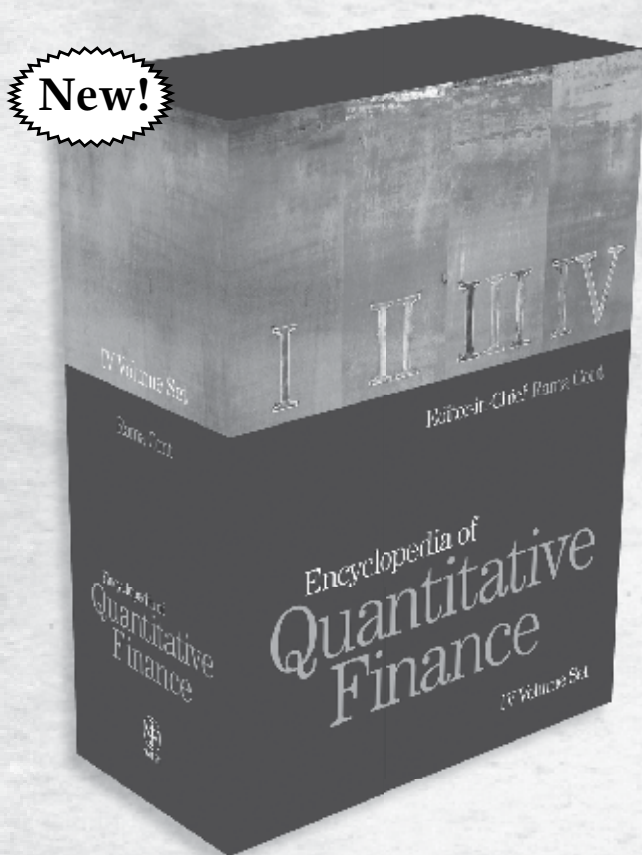
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## Preface

Continuations and standing orders represent a frustrating and time-consuming area of book acquisitions. Efficient management of continuations requires a staff knowledgeable in all aspects of standing order procedures, with prompt and accurate service being essential.

Midwest Library Service has been providing continuation and standing order programs to libraries for over three decades with the same commitment to high quality as our firm order service: prompt delivery, accurate invoicing, immediate reporting, convenient communications, and personal Library Service Representatives. Our reputation for excellence is well established and we invite you to place your continuations list with us.

## Scope

Our Continuation & Standing Order Service encompasses most series and continuations from U.S. publishers. Our services do **not** include supplying magazines, journals, or loose-leaf updating services.

## Procedure

Our Continuation & Standing Order Service incorporates both automated systems and personal surveillance. Instead of relying on the filing and ordering systems of the publishers, we place orders for specific volumes as books are due to be published. If the next item in a series is not received when scheduled, we initiate a new order for the same item. This procedure helps avoid potentially missed volumes and eliminates any dependence upon the publishers' fulfillment systems. If in-house information is not available on future volumes to be published, we call the publisher for future projections and publication schedules. This information is then used to update our new title records.

## Advantages

1. Because of our method of ordering specific volumes, we are in regular communication with the publishers.
2. Our status reports are prompt and accurate and should eliminate library claims.
3. Specific claims from an individual library resulting in an updated status report will generate new status reports to all libraries ordering the same series.
4. We do not drop ship.

Quality service depends on good communications between the library and the jobber. Your personal Library Service Representative and our convenient communications provide easy access to us regarding your continuation orders. We invite you to try our service by sending us your next list of standing order titles.



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